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Financial Management

**REIMBURSEMENT OF LOCAL TRAVEL
EXPENSES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes policies and procedures for the reimbursement of official travel in the local area of F. E. Warren AFB (FEW). Reimbursement will be in accordance with pertinent statutes, applicable decisions of the Comptroller General, Department of Defense, and Air Force policies. It applies to all units assigned or attached to FEW.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4).

Comply with AFI 33-332, *Privacy Act*, for documents containing Privacy Act Information.

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SUMMARY OF REVISIONS

Clarifies Approval Authority (paragraph **3.**), corrects claimant statement for SF Form 1164 (paragraph 4.2.); redefines the area designated as local travel (paragraph **5.**).

1. References: JFTR Volume 1, Chapter 3, Part F; JFTR Volume 2, Chapter 2, Part H; and AFI 65-103, Chapter 3.

2. Policies:

2.1. Reimbursement is authorized for personal expenses incurred when operating a privately-owned vehicle (POV) within the local area of FEW. Such travel must be in the conduct of official business and approved as specified in paragraph **3.** Local travel is charged to unit TDY funds and may not exceed targeted limitations.

- 2.2. Use government-owned vehicles (GOV) to the maximum extent possible.
- 2.3. For local travel to be approved, it must meet the criteria of “more advantageous to the government” and not simply the convenience of the traveler.
- 2.4. Travel must be within the local area of FEW. The local area is defined in paragraph 5.
- 2.5. If official travel by POV is to points outside the area as defined in paragraph 5. and/or travel is for more than 24 hours; official travel orders are required.

3. Approval Authority . Approval authority for local area travel is the traveler’s commander or his or her designated orders Approving Official (AO).

4. Procedures:

- 4.1. Reimbursement for local travel at personal expense will be claimed on a trip-by-trip basis or, if repeated travel is involved, on a monthly basis. Claims will be submitted on a Standard Form (SF) 1164, **Claim for Reimbursement for Expenditures on Official Business**.
- 4.2. On trip-by-trip basis, prior to using their own POV, individuals will contact their Unit Vehicle Control Officer or call Transportation Vehicle Dispatch (as applicable) to determine the availability of government transportation. Claimant will place the following statement on the SF Form 1164: “Special authorization for POV is required for mission accomplishment. The cost of special authorization has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment”. **NOTE:** For detailed guidance on the preparation of SF Form 1164, see DFAS-DER 177-103, Travel Transactions at Base Level.
- 4.3. Claimant will complete SF Form 1164 by entering all information required by line and column designated on the form.
- 4.4. The statement of correctness and propriety on the original SF Form 1164 will be signed by the claimant. The AO signature on the SF Form 1164 approves the amount claimed.

5. Local Area. The local area for FEW, Wyoming, is defined as that area encompassed by Laramie, Chugwater, Pine Bluffs and Camp Guernsey, Wyoming, and Fort Collins, Colorado. Local area travel includes travel to and from missile sites permanently attached to the 90th Space Wing.

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Commander